

CORRINNE GILBERTSON

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EDUCATION

COLLEGE OF CHARLESTON, Charleston, South Carolina
Master of Arts in Teaching, 2005

UNIVERSITY OF GEORGIA, Athens, Georgia
Bachelor of Arts in Classical Culture, 2001

RELEVANT EXPERIENCE

Assistant Editor 2005-2006

STREAMLINE PUBLISHING
Mount Pleasant, South Carolina

- Co-edited book *At the Close of Day: A Person-Centered Guidebook on End of Life Care*
- Researched and compiled data for book and website
- Edited website

Administrative Assistant 2003-2004

STUCKEY LAW OFFICES
Charleston, South Carolina

- Edited and proofread legal documents and correspondence
- Maintained client records and case files

Copy Editor 2004-2005

UNFORGETTABLE LANGUAGES
Mount Pleasant, South Carolina

- Edited and proofread copy for foreign language learning software
- Edited *Medical Spanish Reference Guide*
- Researched and wrote copy for *Medical German Reference Guide*

Freelance Copy Editor 2001-2005

SELF-EMPLOYED
Mount Pleasant, South Carolina

- Edited marketing materials, handbooks and training manuals
- Worked with various clients, both small businesses and individuals

OTHER EXPERIENCE

Classroom Teacher 2006-2009

VARIOUS ELEMENTARY SCHOOLS, Georgia and South Carolina

- Created and implemented teaching curriculum
- Assessed, recorded and analyzed student progress
- Managed class of 20 four-year-olds and a teaching assistant
- Communicated and collaborated with administrators and families

KNOWLEDGE AND SKILLS

- Experience using MLA, Chicago, APA and AP style guides
- Knowledge of Ancient Greek, Latin and linguistics
- Excellent proofreading skills
- Proficient with Microsoft Office Suite, both Mac and Windows operating systems, Internet, Adobe Photoshop, Adobe Lightroom and Adobe Acrobat

References provided upon request
